

JOB LISTING BOOKLET

Recruitment Drive for Mandai Rainforest Resort

Date: 22 November 2024

Venue: Suntec Convention Centre, Level 3, Nicoll 3

Time: 9am to 7pm



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg.

	Pages
Mandai Rainforest Resort by Banyan Tree	4
Food & Beverage Department.....	4
• Assistant Restaurant Manager	4
• Baker	4
• Bartender	5
• Cafeteria Chef	6
• Chef de Partie.....	6
• Commis 1.....	7
• Commis 2.....	8
• Commis 3.....	8
• Demi Chef.....	9
• F&B Hostess	9
• F&B Supervisor.....	10
• Junior Sous Chef.....	10
• Restaurant Manager	11
• Restaurant Supervisor/ Captain	11
• Waiter/ Waitress	12
Rooms Department.....	14
• Assistant Housekeeper (Public Area)	14
• Bellman	14
• Concierge Supervisor	15
• Duty Manager	15
• Florist	15
• Front Office Host.....	16
• Guest/Uniform Attendants	16
• Laundry Supervisor	17
• Linen Room Supervisor	17
• Public Area Supervisor	18
• Reservations Executives/ Operator.....	18
• Seamstress	19
Spa Department.....	20

• Gallery Sales Assistant.....	20
• Receptionist	20
• Spa Attendant	20
• Spa Therapist.....	21
Recreational Club Department.....	22
• Recreation Attendant.....	22
• Recreation Supervisor	22
Engineering Department.....	24
• Carpenter	24
• Duty Engineer.....	24
• Engineering Admin & Storekeeper.....	24
• Handyman.....	25
• Technician	26
Finance Department	27
• Accounts Payable	27
• Accounts Receivable	27
• General Storekeeper	28
• Income Audit Supervisor	28
• Purchasing Coordinator	29
• Receiving Officer	30
• Receiving Supervisor	30
Sales & Marketing Department.....	32
• Coordinator, Catering/ Banquet/ Wedding	32
• Coordinator, Marketing Communications	32
• Coordinator, MICE/ Travel Distribution	33
e2i Services	34

Mandai Rainforest Resort by Banyan Tree

The Mandai Rainforest Resort by Banyan Tree is set within the 126-hectare Mandai Wildlife Reserve in northern Singapore, an integrated wildlife and nature destination.

The resort marks Banyan Group's first property in Singapore, a meaningful homecoming for the hospitality company. Guests are encouraged to join in thoughtful sustainability efforts, fostering a lighter environmental footprint.

Food & Beverage Department

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Restaurant Manager	<ul style="list-style-type: none"> • Min Diploma in Food and Beverage and/or Hospitality Services or an equivalent professional qualification in a related field • 4 to 6 years' experience in a similar capacity, preferably in the hospitality industry • Pre-opening experience would be useful • Strong leadership and interpersonal skills 	<ul style="list-style-type: none"> • Assist the Restaurant Manager in overseeing all aspects of the restaurant operations, including service, food quality, and guest satisfaction • Ensure smooth and efficient daily operations, including scheduling, staffing, and inventory management • Maintain a high level of cleanliness and sanitation in the restaurant • Foster a welcoming and friendly atmosphere for guests • Anticipate and address guest needs and preferences • Resolve guest complaints and concerns in a professional and timely manner • Train and supervise F&B servers and waiters/ waitresses to provide a high level of customer service to ensure guest satisfaction. • Provide leadership and direction for associates while on duty by offering professional skills and leading by example • Address associates' concerns and provide ongoing support and development • Monitor revenue and expenses to ensure profitability of the restaurant • Facilitate effective communication within the F&B team and with other departments 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
Baker	<ul style="list-style-type: none"> • Professional qualification in a related field or capacity 	<ul style="list-style-type: none"> • Assist in developing and refining new recipes for a variety of baked goods, including breads, pastries, cakes, and cookies together with 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Possess a valid Food Hygiene Certification 	<p>the Executive Pastry Chef</p> <ul style="list-style-type: none"> Prepare and bake a wide range of baked goods according to established recipes and standards set out by the Executive Pastry Chef Check and ensure the correctness of the temperature of appliances and food using thermostats and thermometers, including monitoring freezer systems, such as fans, drains, and doors, for proper operation, and report issues or problems to reporting supervisor Ensure the quality, taste, and appearance of all baked goods meet the highest standards. Maintain accurate inventory records of ingredients and supplies Maintain up-to-date knowledge of food safety policies within the kitchen areas Ability to work under demanding and strenuous situations 	<p>Singapore 729826</p>
Bartender	<ul style="list-style-type: none"> Certificate in Food and Beverage/Customer Service or an equivalent professional qualification in a related field Possess a valid Food Hygiene Certification 	<ul style="list-style-type: none"> Prepare drink orders for guests according to specified recipes using measuring systems Issue, open, and serve wine/champagne bottles Set up and maintain cleanliness and condition of bar, bar unit, tables, and other tools. Prepare fresh garnishes for drinks. Stock ice, glassware, and paper supplies. Transport supplies to bar set-up area. Responding to guest enquiries and requests Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and thank guests with genuine appreciation Be knowledgeable of the wine and beverage list and offer recommendations to customers based on their preferences Process all payment methods Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • drop off receipts, and secure bank • Secure liquors, beers, wines, coolers, cabinets, and storage areas • Complete closing duties 	
Cafeteria Chef	<ul style="list-style-type: none"> • Diploma in Culinary or a relevant professional qualification 	<ul style="list-style-type: none"> • Design and develop a diverse and attractive menu that meets the needs and preferences of our resort's staff. Incorporate seasonal ingredients and local flavors to enhance the dining experience. • Oversee the preparation and presentation of meals in the cafeteria, ensuring all dishes are prepared to the highest standards of taste, quality, and presentation • Supervise and coordinate the activities of kitchen staff, including cooks and kitchen assistants. Provide training and guidance to ensure consistency and adherence to culinary standards. • Monitor and maintain the quality of food and ingredients. Conduct regular inspections to ensure that all dishes meet the hotel's quality and safety standards. • Monitor, manage and maintain inventory levels, including ordering and purchasing of food and supplies • Oversee the proper storage of ingredients • Ensure that all food preparation and handling procedures comply with health and safety regulations. Maintain a clean and organized kitchen environment, including proper sanitation practices. • Address any feedback or concerns from staff regarding the cafeteria's food and service 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
Chef de Partie	<ul style="list-style-type: none"> • Professional qualification in a related field 	<ul style="list-style-type: none"> • Liaise and co-operate effectively with all other associated members of staff • Promote the safe use of the kitchen and its equipment. Upkeeping the hygiene standards in the kitchen • Ensure all relevant food controls, correct temperatures are logged, and the agreed standards of food 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>preparation and presentation are adhered to at all times</p> <ul style="list-style-type: none"> • Attend any training that is required by the company • To provide a friendly, courteous, quick, efficient and professional service at all times • Demonstrate a high standard of personal appearance, always wearing clean Chef's whites to be changed daily or when necessary. Ensure good personal hygiene. • Check all prepared mis en place and food stocks (including dry stores) and replenish as necessary and inform the Chef de Cuisine or Executive Sous Chef of any relevant shortages • Be aware of all relevant food suppliers and their products. Be in charge of ordering when food supplies are running low in stock in store or cold room • Supervise the smooth and efficient service and production of food from the department by working and liaising with the restaurant service staff and ensuring all necessary prep work is completed prior to the commencement of service • Control wastage by maintaining the correct stock levels and rotation from dry stores and avoid the over production of food and mis en place • To assist other sections of the kitchen in the production and service of food or the cleaning down of the section as and when required 	
Commis 1	<ul style="list-style-type: none"> • Professional qualification in a related field or capacity • Possess a valid Food Hygiene Certification 	<ul style="list-style-type: none"> • Assist the Executive Chef in preparation of ingredients for cooking, including portioning of food ingredients, chopping, and storing food before service • Weigh, measure, and mix ingredients according to recipes set by the Executive Chef using various kitchen utensils and equipment • Wash and peel (if required) fresh fruits and vegetables to prepare 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>them for cooking or consumption</p> <ul style="list-style-type: none"> • Prepare and cook food according to recipes • Serve food (for example, soup, desserts, sides, entrees) in proper portions onto dishes, plates, mugs, and bowls, ensuring proper plate appearance • Ensure proper portion, arrangement, and food garnish for service to guests • Ensure food storage and cooking areas are clean after each shift/service 	
Commis 2	<ul style="list-style-type: none"> • Professional qualification in a related field or capacity • Possess a valid Food Hygiene Certification 	<ul style="list-style-type: none"> • Assist the Executive Chef in preparation of ingredients for cooking, including portioning of food ingredients, chopping, and storing food before service • Weigh, measure, and mix ingredients according to recipes set by the Executive Chef using various kitchen utensils and equipment • Wash and peel (if required) fresh fruits and vegetables to prepare them for cooking or consumption • Prepare and cook food according to recipes • Serve food (for example, soup, desserts, sides, entrees) in proper portions onto dishes, plates, mugs, and bowls, ensuring proper plate appearance • Ensure proper portion, arrangement, and food garnish for service to guests • Ensure food storage and cooking areas are clean after each shift/service 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
Commis 3	<ul style="list-style-type: none"> • Professional qualification in a related field or capacity • Possess a valid Food Hygiene Certification 	<ul style="list-style-type: none"> • Assist the Executive Chef in preparation of ingredients for cooking, including portioning of food ingredients, chopping, and storing food before service • Weigh, measure, and mix ingredients according to recipes set by the Executive Chef using various kitchen utensils and equipment • Wash and peel (if required) fresh fruits and vegetables to prepare them for cooking or consumption • Prepare and cook food according to 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> recipes • Serve food (for example, soup, desserts, sides, entrees) in proper portions onto dishes, plates, mugs, and bowls, ensuring proper plate appearance • Ensure proper portion, arrangement, and food garnish for service to guests • Ensure food storage and cooking areas are clean after each shift/service 	
Demi Chef	<ul style="list-style-type: none"> • Professional qualification in a related field or capacity • Possess a valid Food Hygiene Certification 	<ul style="list-style-type: none"> • Assist in the preparation of various dishes according to the chef's specifications • Ensure the freshness and quality of ingredients • Follow recipes and standards to maintain consistency in food quality • Oversee the operations of a specific station in the kitchen as assigned by the Director of Culinary • Assist in managing inventory for the assigned section. Notify senior chefs when ingredients need to be replenished. Minimize wastage by following proper portion control and storage procedures. • Ensure that the station is clean, organized, and properly stocked before service • Inventory Management: Assist in managing kitchen inventory. Monitor stock levels and place orders as needed and advised by sous chefs. • Any other tasks as assigned by the Director of Culinary 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
F&B Hostess	<ul style="list-style-type: none"> • Min Nitec/Higher Nitec in Food and Beverage/Customer Service/Guest Relations or an equivalent professional qualification in a related field 	<ul style="list-style-type: none"> • Be responsible for taking reservations, answering the phone, responding to any guest requests • Greet each guest warmly. Be helpful, welcoming and pleasant towards each guest. • Prepare and check tables before service • Prompt to clear and reset tables after service • Responding to guest enquiries and requests • Communicating guest information 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		to the team (special requests, occasions) to personalize guests' experience <ul style="list-style-type: none"> • Complete all opening and closing procedures in a timely manner • Always be assertive and attentive to guests' needs • Ensure each guest gets a fond farewell before they leave • Assist in building and maintaining a strong guest profile database • Support food & beverage service when required • Any other tasks as assigned by the Restaurant Manager 	
F&B Supervisor	<ul style="list-style-type: none"> • Diploma in Food & Beverage Management, or any related field of professional qualification 	<ul style="list-style-type: none"> • Supervise opening, operating, and closing procedures • Efficiently input orders into the Point-of-Sale system when managing food and beverage order • Supervise the implementation of plans to improve and standardize all aspects of operations • Delegate duties and responsibilities to servers and captains. Ensure that all staff adhere to company procedures. • Communicate politely and effectively with the culinary team. • Entertain guests with a consistent, professional and positive attitude • Monitor the quality and quantity of all food and beverage items served • Prints bill, check bill thoroughly before presenting to guests and accept payment • Hold briefing with staff for each shift and review occupancy forecast, reservations, special attention, complaints, problematic issues and others as deem appropriate 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
Junior Sous Chef	<ul style="list-style-type: none"> • Certification or professional qualification in Culinary Arts 	<ul style="list-style-type: none"> • Support the Sous Chef in managing our ADD kitchen operations, including food preparation, cooking, and presentation. As part of this role, you will assist in developing innovative menus that reflect the theme and direction of the resort, whilst concurrently ensuring high standards of food presentation. 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> In performing your role, you will be responsible for ensuring compliance with all food safety regulations, including those prescribed for the resort and any mandatory regulations. As part of assisting with operations, you will also be required to assist in aspects such as maintaining inventory levels, controlling food costs, and reviewing procedures to maximize productivity and efficiency. Cultivate a strong people culture by investing in the coaching and development of team members. The incumbent will take ownership of people-management matters for the department including recruiting, upskilling and mentoring team members. 	
Restaurant Manager	<ul style="list-style-type: none"> Diploma in Hospitality / Food and Beverage Services or an equivalent professional qualification in a related field 4 to 6 years' experience in a similar capacity, preferably in a property of similar standing Strong leadership and organizational skills, coupled with excellent interpersonal and communication skills to interact with guests and staff 	<ul style="list-style-type: none"> The Restaurant Manager will oversee the daily operations of our restaurant, including front-of-house and back-of-house activities. The incumbent will ensure that the restaurant runs efficiently and meets the highest standards of service excellence that it expected of our brand. Manage the restaurant's budget, including labor costs, food costs, and other expenses Monitor and analyze financial performance, including sales, revenue, and profitability Prepare and review financial reports, adjusting improve financial outcomes Greet and interact with guests to ensure a positive dining experience and address any concerns or issues. Monitor guest feedback and implement strategies to enhance customer satisfaction. Handle guest complaints and resolve issues promptly and professionally. 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826
Restaurant Supervisor/ Captain	<ul style="list-style-type: none"> Diploma in Food and Beverage Services or an equivalent professional qualification in a 	<ul style="list-style-type: none"> Responsible for supervising all aspects of the restaurant for its smooth operation on a daily basis Overseeing the associated for the smooth running of the restaurant 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	related field	during each shift <ul style="list-style-type: none"> • Training new employees based on their abilities and skills to ensure quality customer service is provided at the restaurant • Maintaining a strong relationship with suppliers and vendors • Inspecting the food and beverage stock level and ensure that stocks are replenished and ordered in a timely manner • Conducting inspections of the restaurant and ensure that proper hygiene is maintained • Checking in with the guests and making sure that they are getting served with the best quality and correct food orders • Resolving customer complaints in a professional manner and providing service recovery as and when necessary • Ensuring customer satisfaction with all the services provided to them • Preparing daily reports and presenting them to the higher management • Managing the outstanding bills and cash inflows of the restaurant • Close off the cashier and ensure float is accounted for at the end of the shift • Any other tasks and assignments as assigned by the Restaurant Manager 	Singapore 729826
Waiter/ Waitress	<ul style="list-style-type: none"> • Min Nitec/Higher Nitec in Food and Beverage/Customer Service or an equivalent professional qualification in a related field 	<ul style="list-style-type: none"> • Provide friendly, courteous, and professional customer service always • Ensure timely and good communication with Management on operation matters • Maintain complete knowledge of all menu items and upselling of the menu to guests • Prepare and check tables before service • Prompt to clear and reset tables after service • Ensure that all company practices and procedures are met when delivering food from the kitchen to the guest 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none">• Ensure the overall cleanliness and order of the restaurant tables, chairs, floors, and service station at all times• Ensure that all cleaning duties are completed in allocated times in accordance with the resort's F&B standards• Complete all opening and closing procedures in a timely manner• Always be assertive and attentive to guests' needs• Have thorough knowledge of all product and service procedures• Any other tasks as assigned by the Restaurant Manager	

Rooms Department

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Housekeeper (Public Area)	<ul style="list-style-type: none"> Diploma or professional certification in Hospitality/ Hotel Management or an equivalent professional qualification in a related field 4 to 6 years' experience in a similar capacity, preferably in a property of similar standing Strong interpersonal, leadership and communication skills 	<ul style="list-style-type: none"> Supervise, and where necessary, perform cleaning tasks in public areas and common spaces. This includes lobbies, hallways, restrooms, meeting rooms etc. As part of the role, you would need to conduct regular inspections of such areas to ensure adherence to the prescribed standards of the Resort. Assist the Executive Housekeeper in providing guidance to the team. You will need to cultivate a strong people culture by investing in the coaching and development of Associates. The incumbent will take ownership of people-management matters for the department including recruiting, upskilling and mentoring team members. 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826
Bellman	<ul style="list-style-type: none"> 1 – 2 years of similar experience, preferably in a luxury hotel or resort setting 	<ul style="list-style-type: none"> Greet our guests warmly upon arrival, assist with luggage, and escort them to their rooms, providing information about the hotel and its amenities Assist with the check-out process, ensuring that guests' luggage is handled, and transportation is arranged as needed Efficiently manage and transport guest luggage, ensuring that items are handled with care and delivered to the correct room or location Provide luggage storage services, including the secure handling of guests' belongings Maintain a clean and organized bell desk and luggage storage area, ensuring that equipment and supplies are in good working condition Assist with the maintenance of hotel vehicles, including keeping them clean and ensuring they are ready for guest use Monitor guest activity in public areas, ensuring the safety and 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		security of both guests and their belongings	
Concierge Supervisor	<ul style="list-style-type: none"> • Diploma in Hospitality or equivalent professional qualification 	<ul style="list-style-type: none"> • Monitor and ensure the delivery of exceptional service to all our guests, handling complex and high-profile requests with professionalism and discretion • Address and resolve guest concerns and complaints promptly, striving to exceed their expectations and enhance their stay • Oversee daily concierge operations, including managing guest requests, reservations, and special arrangements • Ensure efficient use of resources and adherence to departmental policies and procedures 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
Duty Manager	<ul style="list-style-type: none"> • Minimum of 3-5 years of experience in a hotel management or supervisory role, preferably in a property of similar standing • Degree or diploma in Hospitality Management, Business Administration, or a related field is preferred • Strong interpersonal, communication and organizational skills 	<ul style="list-style-type: none"> • Ensure exceptional guest experiences by providing prompt and exceptional service. This includes addressing guest concerns and resolving any feedback in a prompt and professional manner. • Supervise operations, including check-in/check-out procedures, reservations, and room assignments. • Ensure smooth coordination between front desk and housekeeping, maintenance, and other departments • Cultivate a strong people culture by investing in the coaching and development of team members. The incumbent will take ownership of people-management matters for the department including recruiting, upskilling and mentoring. This includes coaching team members to ensure that all day-to-day operational matters are handled on time and that guests' expectations are met. 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
Florist	<ul style="list-style-type: none"> • 1 year of experience as a Florist or similar role, preferably in a hotel or resort setting • Strong understanding of floral design, colour theory and plant care 	<ul style="list-style-type: none"> • Create and arrange fresh and dried floral displays for our resort's lobby, restaurants, event spaces, and guest rooms • Create and execute seasonal floral themes that align with our Resort's events • Regularly maintain and care for 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Excellent creative skills with a strong portfolio showcasing your work 	floral displays, ensuring freshness and optimal presentation <ul style="list-style-type: none"> Work closely with the Events and Catering teams to design custom arrangements for weddings, conferences, and special events Manage floral inventory, including ordering and sourcing flowers and materials while maintaining budget guidelines Engage with guests to provide personalized floral services, such as custom arrangements or gift orders. You will have to stay updated on floral design trends and techniques, bringing innovative ideas to the hotel. 	
Front Office Host	<ul style="list-style-type: none"> Minimum of 3-5 years of experience in a similar capacity in a property of similar standing 	<ul style="list-style-type: none"> Ensure exceptional guest experiences by being one of the first points of contact for our guests. They will welcome guests upon arrival and provide a seamless check-in and check-out experience. Host will assist in addressing guests' inquiries in a prompt and professional manner As part of the role, our host will seek to understand our guests' needs and offer them recommendations regarding dining, entertainment, transportation, and other guest needs. They will also advice on the various offerings in the Resort and the attractions. Manage guest profiles, process payments, and handle various administrative tasks related to guest services. Prepare and maintain accurate records and reports as needed. 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826
Guest/Uniform Attendants	<ul style="list-style-type: none"> 1 – 2 years of similar experience, preferably in a luxury hotel or resort setting 	<ul style="list-style-type: none"> Oversee the distribution and collection of employee uniforms, ensuring that all staff receive their uniforms in a timely manner Maintain an organized inventory of uniforms, including tracking sizes, quantities, and condition Manage the laundering and dry cleaning of uniforms, ensuring that they are returned to staff in 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>pristine condition</p> <ul style="list-style-type: none"> • Conduct regular inspections of uniforms for wear and tear, and coordinate repairs or replacements as needed • Assist with uniform fitting and sizing for new hires, ensuring proper fit and comfort • Maintain accurate records of uniform inventory, including distribution and usage. You are expected to monitor stock levels and coordinate with suppliers to reorder uniforms and cleaning supplies as needed. • Ensure that all uniforms meet the hotel's luxury standards for appearance and cleanliness 	
Laundry Supervisor	<ul style="list-style-type: none"> • 3 to 5 years' experience in a similar capacity, preferably in a property of similar standing • Pre-opening experience would be useful 	<ul style="list-style-type: none"> • Responsible for the daily operations of laundry department, which includes sorting, washing, drying and folding of linens and guests' items. The role also encompasses ensuring that the equipment is properly maintained and serviced whenever required. • The Laundry Supervisor will manage the inventory of laundry supplies, including detergents, fabrics, and other materials. You will also need to ensure the proper use of inventory to minimize wastage, monitor stocks levels and execute cost effective initiatives. • The Laundry Supervisor will be responsible for leading the team, which includes mentoring and developing our associates to ensure the smooth and efficient running of the laundry operations. 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
Linen Room Supervisor	<ul style="list-style-type: none"> • 3 to 5 years' experience in a similar capacity, preferably in a property of similar standing • Pre-opening experience would be useful • Excellent leadership and organizational skills, with the ability 	<ul style="list-style-type: none"> • The Linen Room Supervisor will be responsible for the operations of the Linen Department, which includes collecting sorting, washing, and distribution of linens. The incumbent is to ensure that all linens are maintained in excellent condition, meeting the resort's unparalleled quality standards and guest expectations. • Responsible for managing the linen inventory which encompasses 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>to motivate and supervise a diverse team</p>	<p>monitoring the quality and quantity of the resort's linen inventory. In performing this role, the Supervisor will maintain optimal stock levels, conduct audits to track usage and prevent loss or theft.</p> <ul style="list-style-type: none"> • Coordinate with housekeeping, front desk, and other departments to manage linen needs and address special requests. The Linen Room Supervisor is to maintain the linen room in a clean and organized manner, ensuring proper storage and handling of items. • The Linen Room Supervisor will be responsible for leading the team, which includes mentoring and developing our associates to ensure the smooth and efficient running of the department. 	
<p>Public Area Supervisor</p>	<ul style="list-style-type: none"> • Professional certification in Hospitality/ Hotel Management or an equivalent professional qualification in a related field 	<ul style="list-style-type: none"> • Oversee and where necessary, undertake the cleaning and maintenance of public areas, including lobbies, hallways, restrooms, meeting rooms, and other common spaces. Such tasks include but are not limited to sanitizing, dusting, cleaning and other related duties. • As part of the role, you will be responsible for ensuring adherence to all safety procedures and guidelines. This includes internal Resort policies as well as any statutory regulations. • Monitor and manage our inventory of cleaning supplies. You will need to work with the team to ensure that supplies are adequate and to minimize wastage. • Supervise, guide and mentor a team housekeeping staff 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
<p>Reservations Executives/ Operator</p>	<ul style="list-style-type: none"> • Diploma, Higher NITEC or NITEC or a professional equivalent qualification 	<ul style="list-style-type: none"> • Handle room reservations promptly and accurately through various channels, including phone, email, and online booking systems • Maintain accurate and up-to-date records of all reservations, including guest preferences and special requests • Manage group bookings, special requests, and VIP reservations, 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>ensuring personalized service and attention to detail</p> <ul style="list-style-type: none"> • Provide exceptional service to guests by addressing their questions like information about room rates, availability, and hotel amenities • Assist guests with modifications or cancellations of their reservations, ensuring a smooth and hassle-free process • Handle guest complaints and issues related to reservations with professionalism and a problem-solving attitude • Monitor booking patterns and report on occupancy trends, helping to identify opportunities for maximizing revenue • Utilize reservation and property management systems to track and manage room inventory, availability, and bookings 	
Seamstress	<ul style="list-style-type: none"> • 1 – 2 years of similar experience, preferably in a luxury hotel or resort setting 	<ul style="list-style-type: none"> • Perform alterations, repairs, and maintenance on Resort’s linens, uniforms, and guest clothing • Maintain and organize sewing supplies and equipment, including fabrics, threads, needles, and sewing machines • Perform sewing of new uniforms when required • Monitor inventory levels and order supplies as needed to ensure an uninterrupted workflow • Inspect all textiles and garments for quality and consistency, ensuring that all work meets the resort’s high standards • Address any issues or discrepancies with repaired or altered items and make necessary adjustments • Keep accurate records of all alteration and repair requests, including details of work performed and completion dates 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Spa Department

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Gallery Sales Assistant	<ul style="list-style-type: none"> Professional Certificate/ Higher NITEC in Hospitality Management or Retail, or relevant Excellent customer service and communication skills Flexible to work shift hours including weekends and public holidays 	<ul style="list-style-type: none"> Provide exceptional service to guests, offering a warm and welcoming atmosphere Engage with guests to understand their preferences and recommend products that align with their needs Maintain an in-depth understanding of our Brand's products, including their features, benefits, and exclusive offerings Stay updated on new arrivals and promotions Drive and achieve sales goals by actively engaging with guests, presenting our products effectively Assist in maintaining the visual presentation of the boutique, ensuring that products are displayed attractively and in accordance with brand standards Monitor inventory levels and assist with stock replenishment Handle transactions accurately and manage the point-of-sale system Handle and resolve any customer inquiries or issues promptly and professionally 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826
Receptionist	<ul style="list-style-type: none"> Professional Certificate / Higher NITEC in Hospitality Management or Retail, or relevant Excellent customer service and communication skills. Flexible to work shift hours including weekends and public holidays 	<ul style="list-style-type: none"> Warmly greet and welcome clients upon arrival, ensuring they feel comfortable and valued Efficiently manage appointment scheduling, ensuring optimal utilization of spa resources Accurately maintain client records, including contact information, appointment history, and preferences Promote spa services and retail products, assisting clients in making informed choices Provide exceptional customer service, addressing client inquiries and concerns promptly and professionally Contribute to the overall cleanliness and maintenance of the spa environment 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826
Spa Attendant	<ul style="list-style-type: none"> Professional Certificate / Higher 	<ul style="list-style-type: none"> Greet and assist guests, ensuring a warm and welcoming atmosphere 	<ul style="list-style-type: none"> 44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>NITEC in Hospitality Management or Retail, or relevant Excellent customer service and communication skills</p> <ul style="list-style-type: none"> • Flexible to work shift hours including weekends and public holidays 	<ul style="list-style-type: none"> • Maintain cleanliness and organization of all spa areas, including treatment rooms, relaxation lounges, and restrooms • Assist therapists as needed, including setting up and cleaning equipment. You are expected to prepare treatment rooms for services, ensuring all equipment and supplies are stocked and ready. • Provide information about spa services, treatments, and wellness products to guests • Enforce spa policies and procedures, including health and safety protocols • Assist with the setup and breakdown of special events or promotions within the spa • Perform light administrative tasks, such as managing appointment schedules and guest check-ins 	<ul style="list-style-type: none"> • 80 Mandai Lake Road Singapore 729826
Spa Therapist	<ul style="list-style-type: none"> • Professional certification (e.g WSQ Certificate in Spa Services, CIBTAC Diploma in Spa Therapy, relevant NITEC courses) or equivalent qualification • Experience in a similar capability, and in an establishment of a similar standing • Pre-opening experience would be useful • Excellent knowledge of spa operations, spa management, treatments and other related aspects 	<ul style="list-style-type: none"> • To provide a full spectrum of spa treatments including body massages, body treatments, body wraps etc. In doing so, you would use Banyan Tree's range of high-quality products and techniques, with the aim of providing our guests with an exceptional and memorable experience. • You will ensure that our spa lives up to the standards, benefiting our brand by ensuring the cleanliness and presentation of the premises. This includes looking into housekeeping matters such as replacing soiled linen and other related duties. • Drive guest experience by ensuring our treatment rooms adhere to brand standards in terms of temperature, ambience etc. In performing this role, you will need to always maintain adequate product supplies. 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Recreational Club Department

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Recreation Attendant	<ul style="list-style-type: none"> Diploma, Higher NITEC or NITEC in Recreation Management, Hospitality Management, or a related field 	<ul style="list-style-type: none"> Greet and assist guests at our recreational facilities, including pools, gym, and other leisure areas Monitor guest activities to ensure safety and compliance with resort policies Provide information about available recreational activities, equipment, and services Set up and maintain recreational equipment, ensuring all areas are clean and well-organized Conduct regular inspections of facilities and equipment, reporting any maintenance or safety issues Organize and participate in recreational activities and events for guests Handle guest inquiries and requests promptly and professionally Collaborate with other hotel departments to ensure a seamless guest experience 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826
Recreation Supervisor	<ul style="list-style-type: none"> Diploma or a Professional Certificate in Recreation Management, Hospitality Management, or a related field 1 – 3 years of experience in recreational management, experience in a supervisory role will be advantageous Experience in a luxury hotel or resort setting will be advantageous 	<ul style="list-style-type: none"> Oversee the daily operations of the Recreation department, including pools, gym, and other recreational activities Lead, train, and motivate the team to deliver exceptional guest experiences Design, implement, and evaluate engaging recreational programs and activities tailored to guests of all ages Interact with guests to promote recreational offerings, gather feedback, and foster a welcoming environment Address any guest inquiries or concerns promptly and professionally Ensure all recreational areas adhere to safety regulations and standards Conduct regular inspections of facilities and equipment, maintaining a clean and safe environment for guests 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none">• Control and monitor inventories and materials• Work closely with other hotel departments, such as events and catering, to coordinate activities and enhance the overall guest experience• Maintain accurate records of participation, guest feedback, and program success to report to management and identify areas for improvement	

Engineering Department

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Carpenter	<ul style="list-style-type: none"> Diploma, Higher NITEC or NITEC in Electrical, Mechanical, Plumbing or an equivalent professional certificate 	<ul style="list-style-type: none"> Construct, install, and repair structures and fixtures, including furniture, cabinetry, and flooring Perform routine inspections and maintenance of carpentry work throughout our resort Read and interpret blueprints, drawings, and specifications to determine project requirements Utilize hand tools, power tools, and woodworking machinery safely and effectively Ensure all work is completed to Resort's standards and complies with safety regulations and building codes Maintain accurate records of materials used and work performed Assist in the setup and maintenance of our resort events and functions as needed 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826
Duty Engineer	<ul style="list-style-type: none"> Diploma, Higher NITEC or NITEC in Electrical, Mechanical, Plumbing or an equivalent professional certificate 	<ul style="list-style-type: none"> Conduct regular inspections of the Resort's to determine maintenance requirements, upgrades and improvements. In performing this role, the incumbent will be responsible for reporting any incidents to the Assistant Chief Engineer. Resolve any maintenance matters reported by guests or staff. This includes coordinating with the Front Office and Housekeeping with regards to specific maintenance activities and ensuring that any identified matters are resolved in an efficient and timely manner. Responsible for ensuring that all rules and regulations regarding safe working practices are complied with 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826
Engineering Admin & Storekeeper	<ul style="list-style-type: none"> Diploma, Higher NITEC or NITEC in Electrical, Mechanical, Plumbing or an equivalent 	<ul style="list-style-type: none"> Provide administrative support to the Engineering department, including scheduling maintenance tasks, managing work orders, and maintaining records Maintain an organized inventory of 	<ul style="list-style-type: none"> 44 hours per week 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	professional certificate	engineering supplies and equipment, ensuring adequate stock levels are maintained <ul style="list-style-type: none"> • Process purchase orders and receive deliveries, verifying the quality and quantity of items received • Assist in conducting regular inventory audits and managing inventory documentation • Collaborate with the Engineering team to identify needs for repairs, replacements, and new supplies • Prepare reports on inventory usage, costs, and recommendations for replenishment • Ensure the Engineering office and storage areas are clean, organized, and compliant with safety standards • Respond to inquiries from other departments regarding engineering supplies and equipment 	
Handyman	<ul style="list-style-type: none"> • Diploma, Higher NITEC or NITEC in Electrical, Mechanical, Plumbing or an equivalent professional certificate • Knowledgeable in general maintenance practices like plumbing and electrical 	<ul style="list-style-type: none"> • Perform minor repairs and maintenance on Resort facilities, including plumbing, electrical, HVAC, and carpentry tasks • Conduct routine inspections of Resort equipment and systems, identifying issues and performing necessary repairs to prevent breakdowns • Respond promptly to maintenance requests from guests and associates, ensuring that all issues are addressed efficiently and courteously • Assist in maintaining the overall appearance of the Resort, including landscaping, painting, and minor renovations as needed • Adhere to safety protocols and regulations, ensuring that all maintenance work is completed safely and to code • Maintain an organized inventory of tools, equipment, and supplies, ensuring that necessary materials are available for repairs • Work closely and support the Assistant Chief Engineer and other 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Engineering members on larger projects and ensure smooth operations.	
Technician	<ul style="list-style-type: none"> • Diploma, Higher NITEC or NITEC in Electrical, Mechanical, Plumbing or an equivalent professional certificate 	<ul style="list-style-type: none"> • Perform routine inspections and maintenance on hotel facilities, including guest rooms, public areas, and back-of-house spaces • Troubleshoot and repair mechanical, electrical, plumbing, and HVAC systems • Respond promptly to maintenance requests from our resort's associates and guests, ensuring efficient resolution of issues • Conduct preventive maintenance on all equipment and systems to minimize downtime • Assist the supervisors in the setup and maintenance of the Resort's events and functions • Maintain accurate records of maintenance work performed, including reports on repairs and replacements • Ensure compliance with safety regulations and the resort's policies 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Finance Department

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Payable	<ul style="list-style-type: none"> • Diploma or professional certificate in Accounting, Finance, Business Management, Economics or a related field • 3 to 5 years' experience in a similar capacity, preferably in the hospitality industry • Pre-opening experience would be useful • Ability to interpret financial data, identify trends, and make informed recommendations 	<ul style="list-style-type: none"> • Any credit notes owed to the hotel for returns, price adjustment, etc. should be entered into the system and applied to the next payment made • To check the accuracy of expense account allocation and post into the financial system • To prepare system generated remittance advice, together with a system generated report summarizing the invoices and payments to be made, and cheques for the selected invoices due to payment • All invoices to be paid are matched to the remittances and the printed cheques and all documents are submitted to the Director of Finance and General Manager for review and signing • Paid invoices with all purchase documents, including a copy of the system generated remittance advice initialed by the cheque signatories, should be filed with all payments for the month • To raise and input urgent cheques to be paid • To post all Travel Agents commission invoices, and to prepare payment for Travel Agents in a timely manner and submit them, with their supporting attached for approval and signatures • To ensure unused blank cheques are kept in a lockable and secure location • To maintain a cheques log of all cheques used 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
Accounts Receivable	<ul style="list-style-type: none"> • Bachelor's Degree or Diploma in Accounting, Finance or related field • Minimum 3 years of similar experience, preferably in a luxury hotel or resort setting 	<ul style="list-style-type: none"> • Prepare, issue, and manage invoices for all our resort's services, ensuring accuracy and compliance with company policies • Monitor accounts receivable reports, follow up on outstanding invoices, and liaise with clients to facilitate timely payments 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong knowledge of accounting principles and practices • Excellent attention to details and problem-solving skills 	<ul style="list-style-type: none"> • Maintain accurate records of all transactions, payments, and credits in the accounting system • Ensure all financial documentation is organized and accessible • Prepare regular reports on accounts receivable status, including analysis and cash flow forecasts for management review • Work and communicate closely with the Finance team, Front Desk, and Sales departments for billing issues • Assist with internal and external audits by providing necessary documentation and explanations related to accounts receivable 	
General Storekeeper	<ul style="list-style-type: none"> • Higher NITEC, NITEC or any equivalent professional qualification 1 – 3 years of experience in storekeeping or inventory management, preferably in a luxury hotel or resort setting • Strong time management and organizational skills 	<ul style="list-style-type: none"> • Oversee the daily operations of the storeroom, including the receipt, inspection, storage, and distribution of supplies and equipment • In performing this role, the incumbent is to maintain accurate records of inventory levels • Manage the receipt of goods from suppliers, ensuring that all inventories are inspected for quality and accuracy. The Hotel Inventory Officer will ensure that all received items tallies with purchase orders and delivery notes • Ensure proper storage of inventories to prevent damage or spoilage. Organize stock in an orderly and systematic manner to facilitate easy access and efficient retrieval. 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
Income Audit Supervisor	<ul style="list-style-type: none"> • Degree or Diploma in Accounting, Finance, Economics or a related field. Solid track record of 3 to 5 years' experience in a similar capacity, preferably in the hospitality industry • Pre-opening experience would be useful • Ability to interpret 	<ul style="list-style-type: none"> • The incumbent will assist the Director of Finance in preparing and distributing the Daily Revenue Reports to the Resort's management team • Responsible for Auditing daily Rooms, Food and Beverage revenue summaries and their supporting reports using the POS and PMS Night Audit reports • Account for departmental revenue including Telephone, Retail Shops, Car Parking, Spa, Minibar as well as all other revenues 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	financial data, identify trends, and make informed recommendations	<ul style="list-style-type: none"> • Ensure that all the day's Event & Meeting revenues have been recorded and settled in accordance with agreed billing instructions. • Audit the daily General Cashier's Daily Receipts Sheet for settlements. Reconcile the credit cards from the PMS to Serve Base and investigate any discrepancies and continuously liaise with the Credit Department regarding posting and allocating credit card payments. • Review in detail the revenue adjustments ensuring accuracy and authorization have been obtained for each revenue adjustment item • Review all house use and entertainment checks, ensure that they are properly signed • Prepare weekly entertainment checks journal • To maintain organized files of all audit records • Prepare monthly banqueting and room service tray charge commission journal 	
Purchasing Coordinator	<ul style="list-style-type: none"> • Professional certificate in Accounting, Finance, Business Management, Economics or a related field. 3 to 5 years' experience in a similar capacity, preferably in the hospitality industry • Pre-opening experience would be useful • Experience in vendor management and contract negotiation 	<ul style="list-style-type: none"> • To ensure the timely procurement of all goods required by the Resort at the best available price and quality • To review purchase requisitions considering issues such as lead times, standardization, quantity discounts and purchasing budgets • To assist department in the resort in formulating their material requirements and to use competitive bidding or other approved procedures to obtain the best price • To manage supplier relations for maximum mutual benefits • To ensure the implementation of purchasing policies and procedures • To check daily receiving and store keeping procedures to ensure they are being followed • To check goods to see they are received, issued, documented, stored and requisitioned as per 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>company guidelines</p> <ul style="list-style-type: none"> • Maintain E-filing of Requisition forms and Purchase orders, ensuring that they are properly filled up and acknowledged by the requesting party • Ensure price quotes in the procurement system are updated • Ensure that we always maintain stocks within our approved Par stock • Market List are updated with the stock of all daily items 	
Receiving Officer	<ul style="list-style-type: none"> • Higher NITEC, NITEC or an equivalent professional qualification • 1 – 3 years of experience in receiving or inventory management, preferably in a luxury hotel or resort setting • Strong time management and organizational skills 	<ul style="list-style-type: none"> • To receive and inspect all incoming inventories, including supplies, equipment, and merchandise, ensuring they meet the resort's quality and quantity requirements • Ensure all inventories are not damaged and received in accordance with the Purchase Order • Ensure proper storage of received inventories in designated areas • Maintain an organized storage room to facilitate easy retrieval and prevent loss or damage 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
Receiving Supervisor	<ul style="list-style-type: none"> • Solid track record of 3 to 5 years' experience in a similar capacity, preferably in the hospitality industry • Pre-opening experience would be useful • Strong interpersonal, communication and organizational skills • Able to handle matters independently, and able to exercise self-motivation to complete projects 	<ul style="list-style-type: none"> • Responsible for receiving all goods and supplies. In performing this role, the Supervisor will ensure the quality of the goods received and accuracy in the quality. The incumbent will oversee the unloading, checking, and storage of goods, ensuring that they are handled and stored properly to maintain quality. • The Supervisor will inspect goods upon arrival to ensure they meet the desired quality requirements and handle any issues related to damaged or incorrect deliveries. • Responsible for maintaining accurate inventory records using inventory management systems and software. Conduct regular inventory counts and reconcile discrepancies between physical stock and recorded inventory. Monitor stock levels and manage reordering processes to ensure adequate supply while minimizing 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>excess inventory.</p> <ul style="list-style-type: none">• Cultivate a strong people culture by investing in the coaching and development of team members. The incumbent will take ownership of people-management matters for the department including recruiting, upskilling and mentoring team members.	

Sales & Marketing Department

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Coordinator, Catering/ Banquet/ Wedding	<ul style="list-style-type: none"> • Degree or Diploma in Event Planning, Hospitality Management or a related field • Minimum 1 year experience in a similar capacity, preferably in a luxury hotel or resort • Pre-opening experience would be advantageous • Excellent interpersonal skills, coupled with a well ingrained sales & service mindset 	<ul style="list-style-type: none"> • Meet with clients to understand their event needs, preferences, and budgets. Provide guidance on catering options, venue selection, and logistical details. • Create detailed event timelines and coordinate all aspects of the event, including catering, decor, audiovisual needs, and seating arrangements • Liaise with external vendors (florists, DJs, photographers, etc.) to ensure all services align with the client's vision and resort standards • Oversee events on the day of, ensuring everything runs according to plan. Address any issues that arise promptly and professionally. • Assist clients in developing budgets and providing accurate quotes • Maintain clear and consistent communication with clients, the catering team, and other resort's departments throughout the planning process • Conduct post-event evaluations with clients to gather feedback and build lasting relationships for future events 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826
Coordinator, Marketing Communications	<ul style="list-style-type: none"> • Degree or Diploma in Marketing, Communications, Hospitality Management or a related field • Minimum 1 years' experience in a similar capacity, preferably in a luxury hotel or resort • Pre-opening experience would be advantageous • Excellent interpersonal skills, coupled with a well ingrained sales & service mindset 	<ul style="list-style-type: none"> • Develop engaging content for various platforms, including social media, newsletters, blogs, and the resort website, ensuring alignment with our brand voice and marketing goals • Monitor and manage the resort's social media channels, including content scheduling, community engagement, and performance analysis. The incumbent will have to ensure all marketing materials reflect the resort's brand standards and ensure it is consistent across all channels. • Assist in planning and executing marketing campaigns to promote special events, packages, and services, tracking their effectiveness through metrics and 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>reports</p> <ul style="list-style-type: none"> • Conduct market research to identify trends, competitor activities, and potential opportunities for growth, presenting findings to the marketing team • Assist in the planning and promotion of Resort events, including press releases, invitations, and on-site marketing materials. You will be coordinating with external vendors, like printers, to create marketing collateral and promotional items. 	
<p>Coordinator, MICE/ Travel Distribution</p>	<ul style="list-style-type: none"> • Degree in Marketing, Business, Hospitality Management or a related field • Minimum 1 years' experience in a similar capacity, preferably in a luxury hotel or resort • Pre-opening experience would be advantageous • Excellent interpersonal skills, coupled with a well ingrained sales & service mindset 	<ul style="list-style-type: none"> • Assist in planning and executing MICE events, including meetings, conferences, and incentive programs, ensuring all client requirements are met • Serve as the primary point of contact for MICE clients, providing excellent service and support throughout the planning process • Work closely together with travel agencies and distribution partners to promote our resort's packaging and secure group bookings • Conduct research on industry trends, competitor offerings, and potential new markets to identify growth opportunities • Develop and maintain promotional materials and presentations tailored for MICE clients and travel partners • Maintain accurate records of client interactions, inquiries, and bookings in the hotel's CRM system • Assist in analyzing MICE sales performance and preparing reports to track progress and identify areas for improvement 	<ul style="list-style-type: none"> • 44 hours per week • 80 Mandai Lake Road Singapore 729826

e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice


Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

<https://e2i.sg/cg-cp123?r=qr>





Discover our Services at a Centre Near You

 **e2i Career Centre (DNI)**
Devan Nair Institute for Employment and
Employability
80 Jurong East St 21 Level 2
Singapore 609607

Operating Hours

Mondays: 2:30pm to 5pm
Tuesdays to Fridays: 9am to 5pm
Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

 **e2i Career Centre (OMB)**
One Marina Boulevard
1 Marina Boulevard #B1-03
Singapore 018989

 **e2i Career Centre (OTH)**
ServiceSG Centre
Our Tampines Hub
1 Tampines Walk #01-21
Singapore 528523

 Scan here for our other Jobs and Skills Centres around Singapore.



NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies. Subscribe to JSC Telegram channels today! If you don't have Telegram, get more info on how to download the app at

<https://telegram.org/>

- Subscribe to **PMET Jobs-Alert**
(e.g. Analyst, Engineers, Executives, Technicians, etc.)
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)
<https://bit.ly/jsc-ja-npmet>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
- and many more.



<https://e2i.sg.crp-yellow?r=q>

Find out the benefits you will enjoy as a NTUC Union Member.

Sign up today!



<https://ntuc.co/4cxkqt4?r=>